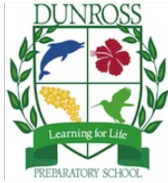


DUNROSS PREPARATORY SCHOOL

# PARENT HANDBOOK

## TABLE OF CONTENTS

	Pg.
Welcome Letter	3
Vision	4
Mission Statement / Motto	5
Core Values	6 - 8
History	9
The Dunross Co-operative Society Ltd. / Board of Directors	10
Admission Procedures / Fees	11 - 12
School Rules	13 - 16
Uniform Regulations	17-18
School Routines	19
Traffic Arrangements	20 - 21
General Information	22 - 27
Student Recognition	28 - 29
General Information - Policies	30 - 31
DPTA	32
Parent Involvement and Responsibilities	33 - 36
Academic School Year - Administration, Office and Teaching Staff	37



## **DUNROSS PREPARATORY SCHOOL**

96a St Anthony Drive, Westmoorings. Tel: 637-7241

e-mail: [office@dunross.edu.tt](mailto:office@dunross.edu.tt)

*Learning for Life*

Welcome to Dunross!

This handbook is designed to be a handy reference for responding to those questions that all new members of our community have.

While Dunross is a private, primary school, it is one of only two non-denominational schools in Trinidad and Tobago that are a Co-operative run by a Board of Directors. As you glimpse that first view of our large backfield and pass through the office to the spacious classrooms where learning takes place in a supportive, nurturing environment, you will experience all that makes this school unique.

For the next seven or eight years, Dunross Preparatory School will be a second home for your child. It is important, therefore, that you understand the school's mission and purpose.

The primary focus is academic in keeping with the demands of our local curriculum, but Dunross consciously strives to develop the child holistically.

This means that emphasis will be placed not solely on the intellectual but also on the creative, emotional, moral, physical, social and spiritual aspects of children's development. We are confident that the foundation established here will provide a solid base for continued growth and performance in later school life and beyond.

Please familiarize yourself with the contents of this handbook. It serves as the start of the home-school partnership so vital to your child's success while at Dunross. Rest assured that the school's efforts will be geared toward making each child's experience a positive one.

Sincerely,

**Karena Amow**  
**Principal**

# THE DUNROSS VISION



***The Dunross Child stands ready and able to face the world,  
always open to learning.***

# THE DUNROSS MISSION

Dunross places a high value on the process of learning.

We aim:

- to produce a student who is academically capable, as well as creatively, emotionally, morally, physically, socially and spiritually developed.
- to provide a co-operative working environment where mistakes are seen as opportunities for growth.
- to encourage students, teachers and parents to work together as a community to create individuals who are confident, well-adjusted and responsible, prepared to assume the role of contributing citizens in society.

## THE DUNROSS MOTTO

*Learning for Life*

## CORE VALUES



**C-TRAIL** is the acronym for the **six (6) core values** that all of us in the Dunross community – from our principal, teachers, administrative and support staff to our Board members and parent body – should embed into our DNA and instil into the children in our care.

When we strive daily to make these beliefs and ideals part of who we are and embrace them in our school, work and daily lives, it will define our collective character and **become a moral compass for directing and guiding us on the path** for cultivating and sustaining a deeply entrenched culture of 'Learning for Life'.

**The C-TRAIL starting point** is the premise that we are a **co-operative centred** community in which all our stakeholders\* collectively and individually play an integral yet interdependent role in nurturing and educating Dunross children to achieve their full learning potential and be upstanding, success-driven, contributing members of society.

We become 'C-TRAIL Guides' to our students and children when we make these Core Values visible 'sign posts' to others of our own good character:

## Commitment

Whatever our roles, we willingly and enthusiastically perform them with energy, initiative, involvement and dedication, and with the understanding that as educators, administrators, support staff and parents, we all have an obligation and responsibility to acknowledge each other's contributions and more importantly, to instil in our students the same passion we have for life and learning.

## Team Spirit

We work together wholeheartedly with cohesion, efficiency and in collaboration with each other. We stand united in our purpose to achieve the common goal of ensuring that our students benefit from a holistic educational experience of the highest standard based on best practices. We appreciate that successful teamwork necessitates that we share ideas with, are supportive of, value and trust one another while accepting accountability for our individual tasks and inputs.

## Respect

We understand that respect is 'learned, earned and returned', that it starts with us and is reflected in our appearance, actions and regard for ourselves. We give the same respect to others by being polite, pleasant and courteous to them, by showing consideration and tolerance for our individual differences and opinions, and by upholding standards and rules. Similarly, we have high regard for property and the wider community and by so doing, set the example for our students to follow.

## **Adaptability**

We know that change is essential for growth and that Dunross is not immune to it, so we remain flexible, open to and accepting of changes in Dunross' organisational structure, plans, curricula and schedules as well as to unexpected incidents in our daily routines. We strive to be quick-thinking problem solvers rather than complainers, ever on-the-ready to adjust our attitudes, habits and behaviours to new conditions. Aware that our students' response to changes in their lives will mirror ours, we willingly accept, adapt to and transition through planned and unplanned changes with calm, composure and tenacity.

## **Integrity**

We owe it to ourselves as well as to our colleagues, students, school and community always to be fair, honest, ethical, trustworthy and courageous enough to stand up for what is right. As responsible members of society, we demonstrate our integrity by being truthful and transparent in our words and actions, by being civil to and respectful of each other, and by taking personal pride in and ownership of our work.

## **Leadership**

We see ourselves as a corps of strong leaders who are mentors to our students in the classroom, at home and in society, and from whom they will be inspired to lead and achieve. For this reason, we strive to be a motivating and guiding force with the foresight to envision the way ahead, the creativity to think 'outside the box' and share our ideas, the knowledge and insights to be instinctual decision makers, the courage to lead change, the ability to communicate clearly with each other, and the sensitivity to understand the unique needs of our colleagues and students.



# HISTORY

Dunross Preparatory School first began in 1955 at 45 Long Circular Road, St. James, on property leased by the original owners, Mr. Harry Ross and Mr. Henley Hutchinson. However, in 1975, Mr. Ross, who by that time had become the sole owner of the school, decided to retire and he urged parents to take over the running of the school.

Through the efforts of the then existing Parent/Teacher Association, the Dunross Co-Operative Society was registered on the 26<sup>th</sup> June 1975, under the Co-Operatives Societies Act, 1971. The Society was established to operate and manage the school - DUNROSS PREPARATORY SCHOOL - for the education of the children of its members.

Land was purchased in Westmoorings and in September 1978, 18 classrooms were completed and occupied. The Administrative Block, completed in 1981 and refurbished in 2001, provides offices for the Principal, Administrator and administrative staff, a school infirmary, a conference room and a computer lab. In September 1984, a music room was built and Computer Studies was added to the curriculum when the computer lab was opened in September 1990. In 2007, an expansion comprising a larger, refurbished library and an expanded music room took place and the remedial room was relocated and expanded in size. A further expansion took place in 2014, with the addition of a Science/Multi-Purpose Room and an Art Room.

The school is run by the Board of Directors of Dunross Co-Operative Society Ltd. and the Principal co-ordinates the activities of the 450 + pupils, 44 teaching and auxiliary/ancillary staff and about 330 families.

# THE DUNROSS CO-OPERATIVE SOCIETY LTD.

The Co-operative's Bye-laws provide for the appointment of a Board of Directors to decide and implement policy, plans and projects. They report to shareholders at the AGM usually held at the end of the first term, after the accounts have been audited. All shareholders are expected to attend.

The Co-operative's objectives are primarily educational in nature. The school conforms to the curriculum laid down by the Ministry of Education, making decisions about income and expenditure to maximize the educational functioning of the school, not to make a profit. The real return on investment is the healthy, happy, well-rounded Dunross child.

Dunross parents are the members and shareholders of the society that own the school. Every family is required to purchase shares, which are bought only once even though several children from one family may be in the school.

## **Board of Directors @ December 2024:**

President -	Timothy Odiean
Vice-President -	Candice Aanensen
Treasurer -	Khadine Hosein-Deane
Secretary -	Karen Abraham
Assistant Secretary -	Cherisse Baylis
Member -	Craig Western
Member -	Tara Riley
Member -	Stephan Homer
Member -	Sade Lee Collins

# ADMISSION PROCEDURES AND FEES

Any parent or guardian who wishes a child to attend Dunross Preparatory School must complete an Application Form (available at the school office or on the Dunross website) and submit to the office as soon as possible after birth of the child (Application Fee - \$500 - non-refundable). Position on the waiting list is dependent on date of application in relation to date of birth (or date of adoption). The option of online registration is available for parents whose children are born outside of office hours. All children must be registered at least two years prior to seeking entry.

Children, grandchildren and relatives of shareholders and staff members are given priority over other applicants, subject to availability. The child is assessed and once a space is offered, parents become Members of the Dunross Cooperative Society Limited after meeting with a member of the Admin. Team and receiving Board approval.

<b>CAPITAL FUND</b>	\$5,000.00 per child payable on entry of all new children or siblings entering the school ( <b>NON-REFUNDABLE</b> ) <i>(as agreed at A.G.M. #49 of 4/12/2024)</i>
<b>SHARES</b>	Share Purchase \$900 (36 full shares of \$25.00 each) per family
<b>ENTRANCE FEE</b>	\$10
<b>SCHOOL FEES</b>	\$6,500.00 per term for first two children - eff. Jan. 2025 <i>(as agreed at A.G.M. #44 of 2/12/2019)</i> A 10% discount of the term's fee (\$650 per child) is to be applied to the 3 <sup>rd</sup> and subsequent child in each family <i>(as agreed at Board Meeting #480 of 15<sup>th</sup> January 2025)</i>
<b>FUND RAISING</b>	Contribution is \$700 per family per year <i>(as agreed at A.G.M. 8/12/11)</i>
<b>SECURITY</b>	\$200 per term, per child - eff. Jan. 2025 <i>(as agreed at A.G.M. #49 of 4/12/2024)</i>

### **School Fees**

Invoices are issued at the end of the previous term and the due date will be indicated on the invoice. Full payment of school fees is to be made by the end of the month in which the term opens. Therefore, Term 1 by 30<sup>th</sup> September, Term 2 by 31<sup>st</sup> January and in the case of Term 3, the date will be communicated, as the opening date is not a consistent day of the month.

Fees can be paid directly through any Branch of Republic Bank (account #440800493701) and the deposit slip with the invoice # and child's name clearly stated, promptly sent into the school office. Alternatively, fees may be paid online and a copy of proof of payment sent to the Accounting Assistant.

Where there are circumstances in which payments cannot be made by the requisite deadline date, parents must communicate with the Administration team. Failure to pay fees in full and on time will result in the school not allowing students with outstanding fees to attend classes from the day after the deadline date stated on the invoice.

### **Temporary removal of a child**

If a child is temporarily removed from school during the school term, the child's place in class can only be guaranteed for the remaining term(s) of the school year, if the school fees are paid in full in advance.

### **Withdrawal Notice**

Dunross Co-operative Society Limited requires (in writing) one **full term's notice** of the intended withdrawal of a child/children from Dunross Preparatory School. When such notice is not received, the shareholder will be indebted to the Society for the outstanding fees and have their shares potentially suspended.

### **Transfer of Shares**

Shares may be transferred to the parents/guardian of a child accepted by the Society and, in such a case, the member whose shares have been transferred shall resign from the Society. A fee of ten dollars (\$10.00) shall be paid for each transfer.

### **Shareholder Compliance Policy**

Please note that shareholders' non-compliance with Dunross' established rules and regulations may be met with a disciplinary hearing where their shareholding may be suspended at the discretion of a vote of the Board of Directors.

# SCHOOL RULES

## The Dunross child:

- respects authority, self and others.
- cares for the environment.
- follows the school's behavioural Code of Conduct and Uniform Regulations.
- is always prepared for learning.
- shows responsibility by making good choices.

## CODE OF CONDUCT

The following are UNACCEPTABLE BEHAVIOURS at DUNROSS:

- stealing
- cruelty, bullying of others
- truancy, excessive absences, late coming
- disobedience, defiance, rudeness
- dishonesty, cheating
- obscenity, profanity
- defacing or destroying school material or property
- fighting, aiding and abetting fighting, quarrelsomeness, temper tantrums

## POSSIBLE CONSEQUENCES *(If you choose to break a rule - in no particular order)*

- Warning
- Loss of free time
- Time-out/exclusion from class/school activity
- Written reflection
- School/Community service
- Withdrawal of privileges
- Confiscation of property
- Parent conference
- Visit to the principal's office
- Order mark
- Demerit
- Detention
- Suspension (only by Principal or Vice Principal, in Principal's absence)
- Expulsion (only by Principal)

Note: If the offense is serious or involves another child, parents will be notified in writing or by phone contact.

## **ORDER MARKS - DEMERITS - DETENTIONS - SUSPENSION**

Children in the Infant Department are not given order marks or demerits.

Primary 1	5 order marks within one academic year	= 1 demerit
Primary 2	4 order marks within one academic year	= 1 demerit
Primary 3	3 order marks within one academic year	= 1 demerit
SEA 4 & 5	2 order marks within one academic year	= 1 demerit

Order marks and demerits are to be given for:

- misconduct in class
- misconduct on school premises
- misconduct on school outings
- class work/homework offences

Demerits cannot otherwise be given for misconduct or offences out of school jurisdiction.

An outright Demerit will be given at all levels for any of the following:- rudeness, lying, bullying, stealing, fighting, cursing, disrespectful behaviour, cheating and destroying the property of the school or another.

If a child gets 3 demerits, he/she will be given a detention, the parents being notified by the Vice Principal.

In cases of extreme misconduct, the child may be given a straight detention at the discretion of the Principal. This will also be recorded as 3 demerits.

The Principal will suspend a child from school for 1 to 3 days if he/she gets 7 or more demerits, or for any exceptional misconduct. The parents are called in for an interview with the class teacher and Principal before and/or after a suspension.

## **HOMEWORK**

Homework is set daily, using the following guidelines:-

SEA 4 and 5 classes	average 2 hours
Primary 3	1 1/2 hours
Primary 2	1 1/4 hours
Primary 1	1 hour
Infant 2	1/2 hour
Infant 1	Max. 15 minutes (usually reading)

Each child, from Infant 2 to SEA 5, has a homework notebook in which the assigned homework is written. This book must be signed by a responsible adult to indicate homework has been done. Teachers also require that the actual completed assignment be signed as well. The homework notebook provides an effective way of keeping in touch with parents - sending notes, messages, information of order marks, demerits, etc.

If a child does not do homework, he/she will be disciplined using the order mark/demerit system. The homework must be done, either during breaktime or at home, in addition to the new homework set.

Teachers will facilitate the sending of class work and homework for students who are ill for a prolonged period, but well enough to complete the work assigned. Work can be collected and dropped off in the office. Teachers are not obligated to send work with students who travel with their parents for various reasons.

### **EXAMS**

An Exam Timetable will be sent home along with Revision Guidelines. The same exams are set for sister classes.

Parents will be invited to see their children's test papers at a date and time set by the teacher.

If children are absent due to illness, arrangements will be made to complete these exams on their return once these are completed by the Wednesday of the week following the last exam date. **Exams are not sent home under any circumstances.**

### **CHILDREN'S NAMES**

Children are required to use their official first name and surname while at school, as per their legal documents.

At the kindergarten level, students are usually called by the names they are familiar with in order to foster a sense of belonging. However, from Infant 1, they are trained to know and recognize their proper names and how to write them as this is the practice throughout the school, in particular at SEA5 level, where they write their proper names on the SEA exam paper.

### **LATECOMING**

Lateness to school disrupts the efforts of both educators and learners and shows a lack of respect and responsibility. Students are required to be in school by 7:58 a.m. when the first bell rings. 'Late Cards' are handed out to children who arrive after this time and latecomers (Primary 1 - SEA5) who receive 5 late cards will be issued a demerit except in a case where a legitimate written excuse is given or where recurring appointments take place and a written explanation is lodged in their file.

Parents of students from Kg to Infant 2 should expect a phone call from the class teacher after 5 late cards.

### **STUDENT MEDICATION**

Dunross does not administer medication to students. If a child is ill, you may be called to collect them and take them home. Should a child need to have a specific medication, a written permission slip must be sent to his/her teacher, advising the date of illness/injury, the name of the medication, the dosage and time of administering same.

Please note that parents of students with any life-threatening allergies must submit three copies of a one-page letter size poster with all relevant information, including telephone contacts, treatment and a photograph of the student.

### **PARENT DRESS CODE IN EFFECT**

Everyone present on the Dunross Preparatory School compound during normal school hours is expected to dress and be groomed in accordance with acceptable standards of good taste and appropriateness.

**The following are not to be worn at school once you intend to enter the school compound: -**

- Halter tops, tank tops, spaghetti straps and midriff blouses
- Shirts that advertise alcohol, tobacco or drugs
- Short shorts, miniskirts, spandex apparel or any other excessively formfitting shirts, shorts, pants or skirts

### **NO TOLERANCE ON BULLYING**

Bullying is a relationship problem in which power and aggression are used to cause distress to a vulnerable person. Bullying has been defined as negative physical or verbal/written actions that have hostile intent, cause distress to victims, are repeated over time and involve a power differential between a child who bullies and a child who becomes a victim.

As a school, we take a No Tolerance stance on Bullying and would like you, the parents, to help ensure that this is successful. We are requesting that you speak to your children regularly about hurtful words with regards to race, religion, physical appearance, family members, etc. as well as acts which can lead to another child becoming injured. Threats to each other will not be tolerated either.

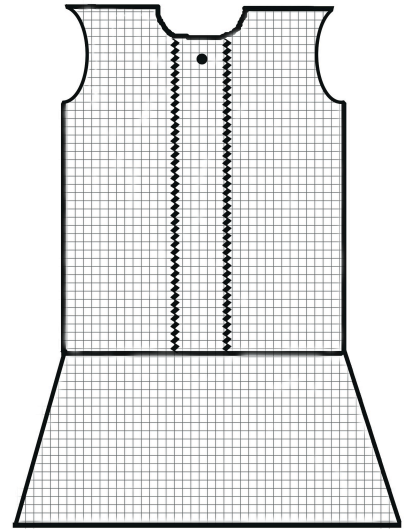
Have discussions with your children in order to elicit from them their view on their interactions with schoolmates. Analyze if what they are reporting sounds like kids fooling around, having normal disagreements or a more serious issue. Report situations that you determine to be serious to the school's administration immediately so that they can be further investigated.



# UNIFORM REGULATIONS

## Girls

- Drop-waisted dress of green, pink or blue medium-sized- check polyester/cotton material. Two rows of white rickrack down the front, approximately 3" to 5" apart (depending on dress size) beginning at the neckline and ending at the hipline, running parallel.
- Girls' dresses are to be worn at mid-knee level (2" above or below will be allowed).
- Knickers or shorts, made of uniform fabric (or P.E. shorts/black cycle shorts, must be worn under the dress.
- House button is to be worn at neck (1 inch below neckline) between rows of rickrack.
- Plain white, brown or black hair accessories, or 'scrunchies' made of uniform material to match uniform worn on the day.
- The only earrings permitted for girls are studs, or small, simple hoops (one earring per ear - original piercing - lowest on earlobe).



## Boys

- Short sleeved shirt-jack of green or blue medium size check polyester/cotton material - to be worn outside the pants. Only V-neck white vests may be worn underneath the shirt. No coloured T-shirts.
- Regular khaki shorts no lower than knee length. (No cargo pants)
- House button worn at top centre of the pocket.
- Boys are not allowed to wear earrings.

## All Students

- Ankle length plain white socks - socks lower than ankle height are NOT allowed.
- Plain BLACK closed shoes or sneakers (no other colours or markings).
- Coloured corrective shoes can only be worn if supported by a doctor's letter.
- Each child must have a green uniform for special occasions.

### **P.E. Uniform (All students)**

- Coloured 'DUNROSS' T-shirt in appropriate House colour
- Plain black nylon Football shorts - mid thigh length.
- White socks - plain - without stripes or any other design.
- Plain BLACK sneakers (running shoes)

#### Note:

If a child's foot is impaired, a slipper may be worn on the injured foot but the correct sock and shoe must be worn on the other foot.

- No bracelets, rings or chains/necklaces (even for religious purposes). If scapulars are worn, they must not be visible. Watches are allowed - except those that resemble elastic rubber bands. No bright or florescent colours. Electronic/Smart watches are not allowed.
- The only earrings permitted for girls are studs, or small, simple hoops (one earring per ear - original piercing - lowest on earlobe). Boys are not allowed to wear earrings.
- Children's hair must be natural colour (not streaked/dyed) and must be properly groomed at all times.

Boys should have regular, short, neat haircuts with hair not past the collar or below the eyebrows (no long bangs or fringes). Patterns shaved into hair are inappropriate for school and not allowed.

- Girls' hair should be tidy and kept away from their faces. Girls with medium/long hair must wear their hair tied back in full ponytails or braids; no large hair adornments should be worn. Hair bands, bows, etc., should be discreet and in neutral colours.
- Nail varnish and makeup should not be worn and any child doing so will be asked to go to the office to remove it. Tattoo-like transfers are also not appropriate.
- Only Dunross jackets will be allowed once in stock. However, should there be no jackets in your child's size, we will allow students to wear **plain** black, dark blue **or** grey jackets. If there are brand logos on these jackets, they must be no larger than 4 cm squared.

**A written excuse must accompany any deviation of school uniform regulations. Children will be disciplined for infringements of dress regulations and any non-regulation items worn will be confiscated until the end of term.**

## SCHOOL ROUTINES

- When the bell rings at the start of the school day, pupils are expected to assemble quietly in the courtyard facing the stage in their respective class lines.
- Children wishing to enter classrooms other than their own must first obtain permission from a teacher.
- Children are to stand and greet any teacher entering the classroom. They sit when given permission to do so.
- Children must tuck chairs under their desks and leave class in an orderly manner after they have been dismissed for the day. Teachers will not dismiss class until the room is tidy.
- When the bell is rung at 1.30 p.m. children are to walk to the front area or back gate for collection by a parent or guardian.
- No running or horseplay is permitted on the walkways in front of the classrooms.
- Chewing of gum is forbidden in school.
- Children must respect school property. Any damage must be made good by the parent or guardian.
- No toys, including electronic games, are allowed in school unless on a special occasion. If confiscated, they are kept by the teacher until returned to the child.
- Under no circumstances are children allowed to go outside the school fence to retrieve balls or other PE equipment.

# TRAFFIC ARRANGEMENTS

When dropping and collecting your children, we ask your co-operation in ensuring a free flow of traffic with a minimum of inconvenience to all. Please note the following: -

- ⇒ The suggested routes and flow of traffic should also be observed for ALL school activities (e.g. after school activities, weekends, evening functions, etc).
- ⇒ Please respect and cooperate with the staff and security guards on duty. They are there to help with the smooth flow of traffic, but primarily to ensure the safety of the children.
- ⇒ Make proper arrangements beforehand. Ensure your child knows who is picking up after school and they are being picked up, before leaving home.
- ⇒ The small Back Gate to the playing field is open each morning from 7:15 a.m. to 7.58 a.m. (once the security guard is on duty) and again at 1:25 p.m. to 2:00 p.m. (with a teacher on duty) to facilitate dropping and collecting of children, once the weather is fine. If it is raining children must be collected at the front “Pick -Up” area. If there is just a drizzle and the back gate is open, parents may walk in with umbrellas to collect children in the Music Room area.

## PARKING:

- ⇒ - No parking or waiting along fenced area during “Pick-Up” time or at any spot along the fence, which borders the school (*see diagram*). Cars parking along the fence just after the pick up area at the front actually cause a bottleneck, preventing the smooth flow of traffic.
- ⇒ During school hours, do not park in OR block designated Staff Parking (indicated in YELLOW). Staff Parking and Pick-Up areas are No Parking zones (*see diagram*).



- ⇒ For the back gate, do NOT park along St. Anthony's Drive opposite the riverbank (indicated in RED). This hampers the flow of traffic in both directions.
- ⇒ You may park along the school fence ONLY if the vehicle is COMPLETELY off the road.
- ⇒ Do not park in OR wait in front of resident driveways.

### **FLOW OF TRAFFIC:**

- ⇒ There are four access roads to the school. Please try to avoid using the same road for entrance and exit, particularly during peak periods. We strongly suggest entering via **Alexander Road** and **Rowland Road** and exiting via **Stuart Road** or **St. Anthony Drive**.
- ⇒ For the FRONT gate area, you must circle the roundabout or the driveway and **keep moving**. Do not blow horns. It is suggested for parents of children in BOTH the infant and senior school to arrive for the LATER pick up time to avoid unnecessary circling of the roundabout. Drivers who do not find their children waiting, must move forward immediately and return via the roundabout, circling until they arrive.
- ⇒ Older children may need extra time to pack their bags properly. By your allowing the extra time and arriving at school a little later, there should be less traffic congestion.
- ⇒ For the BACK gate area, you may not STOP to drop off or pick up at the gate. You should park (refer to parking rules above) and walk to the gate.
- ⇒ Drive IN and OUT using the SUGGESTED ROUTES (indicated by the BLUE arrows). Upon leaving Dunross, please DO NOT turn right on Alexander Road. It is important to respect the surrounding neighbourhood and residents.
- ⇒ Children are to be dropped and collected in the "Pick-Up" area only. They are not allowed to cross the roadway unless accompanied by an adult. Do not call children to run across the line of traffic to your car.

# GENERAL INFORMATION

## SCHOOL HOURS

7:58 a.m. to 1:30 p.m.

On the 1<sup>st</sup> day of the first term and last day of every term, school ends at 11:30 a.m.

9:30 a.m. - 9:50 a.m. - First break

11:50 a.m. - 12:10 p.m. - Second break

Children must arrive punctually and leave immediately after school is dismissed or at the end of any extracurricular activity. **The school is not responsible for the safety of the children left on the premises after 3.30 p.m.**

## MORNING ASSEMBLY

*Bell rings at 7:58 a.m.*

Children are to line up in classes - girls and boys separately - in order of height, with class/subject teacher in attendance/control.

Kindergarten to Infant 1 - Line up outside their classrooms  
Infant 2 to SEA 5 - Line up in order in front of stage

*Bell rings at 8:00 a.m.*

The School Prayer and National Anthem will be sung (Pledge every Friday) and any notices given.

Children are then to walk quietly, in line, to classrooms under the direction of the class teacher.

## SCHOOL PRAYER

God be in my head and in my understanding.

God be in my eyes and in my looking.

God be in my mouth and in my speaking.

God be in my heart and in my thinking.

God be in my work and all my living.

## AFTER BREAKS

After the First and Second Breaks, the children line up outside their classrooms.

## HOUSES

On entry, each child is assigned to one of the following Houses:

Cassia / Dolphin / Hibiscus / Hummingbird

## **AFTERNOON DISMISSAL**

First Bell - 1:25 p.m.

Notes and reminders given by class teachers.

Second or Final Dismissal Bell - 1.30 p.m.

## **CURRICULUM**

Language Arts

Visual Arts

Library

Science

Spanish\*

*\*At select levels*

Mathematics

Physical Education

Social Studies

Penmanship\*

Music

Computer

Writing

Literature\*

**EXTRA CURRICULAR ACTIVITIES** range from several sporting activities to artistic expression. A note is sent home on the first Friday of each term with details of activities available for that term along with the relevant fees. Extracurricular activities offered subject to availability, are as follows: -

Art

Field Hockey

Hip Hop

Storytelling & Acting

Athletics

Football

Karate

Swimming

Book Club

Guitar

Tech-Club

Water Polo

Choir

Gymnastics

Steelman

Yoga

## **PARENT CONFERENCE/CLASS MEETINGS**

In September, the class teachers from Infant 1 to SEA5 meet with parents to outline expectations and procedures for a successful year. A New Parents meeting (Kindergarten and some Infant 1s) is held in June.

In Term 2, an individual parent conference is set up to discuss the performance and progress of each child. Parents will be asked to sign a form at the end of the conference which will highlight information discussed and feedback given by parents. This form will be sent home at the end of Term 2 in lieu of the Report Book.

**LICE CHECKS** are done at school at the start of each term and as required. Any child found to have lice or nits is sent home immediately. On return to school, the child's head is checked before he/she is allowed to return to class. **Parent volunteers assist.**

**TUCK SHOP** - Goodies are sold on Fridays at second break. **Parent volunteers assist.**

**MARKET DAY** - Once per year, each class level holds a 'Market Day' and **parent volunteers assist.** Funds raised go towards a variety of class activities, e.g. purchasing of class resource material, subsidiary of class outings, etc.

### **SCREENING**

All incoming students in Kindergarten and Infant 1 are subject to a professional examination for possible vision and hearing problems, at the parents' expense.



# YEAR IN REVIEW

As a rule we follow the term dates set by the Ministry of Education, making exceptions mainly to facilitate staff training on the first day of each term. The school may be closed for professional development with Board approval as the occasion warrants.

## Term 1

### **Parents' Meetings**

All class teachers invite their parents to meet with them to discuss relevant issues, within the first two weeks of term. During their meetings, parents are asked to check the accuracy of their contact information and notify the office of any changes.

**Servol** fundraising is done during October by Primary 2 and up, with representatives attending the annual "Poor Man's Dinner" in November.

**Walkathon/Family Day** is usually held on a Saturday in October or November (sometimes in Term 2) - usually from 3:00 p.m. to 6:00 p.m. Organized by the DPTA, it is the school's major fundraising activity for the year.

### **Exams**

Exams for children from Primary 2 to 5 are usually held in the third week before the end of term.

### **Christmas Gift Donation**

No open gift exchange is allowed among children at school. Instead, all children are usually asked to donate to a worthy cause at this time.

### **School Production**

A School Production is held every other year, during the last week of school in December. When there is no production, in-school carol singing is held.

### **Second to Last Day of School**

End-of-term presentations and awards.

### **Last day of School**

A non-uniform day - children attend school in appropriate party clothes.

Santa Claus visits the school with gifts for the Infant Department.

There are class parties organized by the teacher and class representatives. Any food and drink remaining are distributed to various needy groups in the community.

School ends at 11:30 a.m.

## TERM 2

### **Carnival**

Carnival Friday, Monday, Tuesday and Ash Wednesday are school holidays. On the Thursday before Carnival, there are class performances and a “Jump Up”. If it is a production year, the costumes are adapted for the “Jump Up”. If not, a theme is chosen for the “Band” with classes portraying different sections, a limit being set on the cost of costumes which are usually made at school with both parents and children assisting.

School ends at 11.30 a.m.

### **Parent Conferences**

10-minute meetings are scheduled for teachers and parents to discuss each student’s progress. The purpose of the Parent Conference is for parents to have a brief chat with the class teacher. If an in-depth discussion is needed or requested, then a separate appointment should be made to do this. Students do not attend school on that day.

### **Music Festival (*alternate years*)**

The Choir usually enters both primary school folk and traditional classes. The children are also prepared to enter both solo and duet classes.

The Steelband Ensemble enters the Primary School Band Category.

**Secondary Entrance Assessment Exam:** The SEA Exam is usually held within the last week of this term. Prior to this Exam, there are 5 to 6 Mock Exams held under examination conditions.

### **End of Term**

Awards and presentations, no class parties. School ends at 11.30 a.m.

## Term 3

**Sports Day** (KG to SEA5) is held within two weeks of the reopening of school.

**Exhibition Day/s:** Each class displays work done by the students over the course of the school year. This usually follows a common theme for the year. Parents are invited to visit all classes.

**School Exams:** Primary 1 to SEA 4 (SEA 5 students have Science, Social Studies and Creative Writing exams) - third week before the end of term.

**Inter-House Swim Meet** held at Marlins Pool after exams, usually on the Friday of the second to last week of school.

**Graduation** - for SEA 5 students on a date before the announcement of SEA results, usually on the Monday/Tuesday of the last week of school.

**Prize-giving** - usually held on the evening before the last day of school at 6.15 p.m. Attendance for children from Primary 1 to SEA 4 is compulsory.

**End of Term 3 last day of School** - Thursday/Friday ending at 11.30 a.m.

# STUDENT RECOGNITION

Teachers frequently reward special effort.

**Student of the Month** - a child from each class is selected by the teacher in recognition of effort, good work or improvement. Photographs are taken and displayed in the office and on the website every month.

## **Merits**

Merits are given for classwork, class projects, tests and in the case of the younger children, for any particularly good behaviour. Merits are not to be given for homework. A maximum of 2 merits can be given for any given assignment. 3 merits may be given for an exceptional test or class project. (Written/Oral presentation).

**Merit Badges** - given to the child with the most merits in each of the four houses, in each class from Inf2 to SEA5 at the end of every term.

**Merit Trophies** - a small challenge trophy given to the child from Inf2 to SEA5 with the most merits in his/her class at the end of every term.

**Certificates of Achievements given at Prize Giving/Graduation** - students who placed First, Second, and Third overall, in exams in each class (average of both end of term exams). Primary 1 - SEA 5 students are given medals.

**Outstanding Exam Performance** in Math, Language Arts, Writing, Science and/or Social Studies given to top three students in each subject area in each class (average of both end of term exams). Primary 1 - SEA 5 students are given certificates.

Certificates are also given to three students in each class (Primary 1 to SEA 5) who excel in the following areas: Sport, Music or Visual and Performing Arts.

**Good Citizenship Award** - given to one student in the class (Primary 1 to SEA5) who displays qualities of caring, fair play, honesty, responsibility and respect for others.

**Merit Award** - given to graduating SEA5 students who have displayed exemplary behaviour (no demerits or written up parents conferences resulting from unacceptable behaviour).

**Principal's Award** - student is selected by the Principal for showing one or more aspects of exemplary character.

An Award is given to an SEA student on Graduation Day for Outstanding Effort and Achievement while at Dunross.

An Award is given to an SEA student on Graduation day for Academic Excellence.

**School Valedictorian** - awarded to the SEA5 student who best portrays the ideals of the Dunross Child.

## GENERAL INFORMATION - POLICIES

### Advertising

The facilities of the school must not be used for advertising. All external fliers, notices, etc., should be reviewed and authorized by the Principal before display or circulation in the school.

### Assignment of Classes

Classes are usually shuffled. This is done by teachers in consultation with the Principal and Vice-Principal, using a set criteria when carrying out the process. It is used to encourage bonding among the students of an entire year group, as well as to improve behaviour issues and to correct imbalance in the number of students with learning difficulties, to name a few. The Principal decides which group of children will be assigned to which teacher. Each class is named according to the first initial of the surname of the Class Teacher.

Children and parents will be informed which class the child will be entering by the Friday before school commences.

### Cell Phone Use Policy: “Don’t need - Shouldn’t have”

While cell phones have become a part of 21<sup>st</sup> century life, the school is of the belief that it is NOT necessary for a child of primary school age to have a cell phone while at school. Students are therefore not permitted to possess a cell phone for any reason on school grounds. Any student caught violating this policy will have their cell phone confiscated.

In the event of an emergency or once permission is granted, children will be allowed to use the office phone.

Should it be deemed necessary for your child to have a cell phone, a written request to the principal must be submitted.

### Child Custody/Separation

Parents experiencing divorce and separation are encouraged to speak confidentially to their child’s teacher. These matters are treated with sensitivity and compassion, and ultimately, our primary concern is for the well-being and overall development of the child. In such cases experience has shown that it is in the best interest of the children that the school, its teachers and other employees, remain neutral and not be called upon to support the case of one parent against the other.

Please take note of the following: -

- The school cannot be asked to withhold a child from either parent, in the absence of a custody arrangement.
- It is school policy to offer the option of separate parent/teacher meetings, if so desired.
- It is assumed that that the parent with whom the child principally resides will keep the other parent informed of any meetings, school communications, arrangements, etc. sent via schoolbags. Special requests for separate communication should be requested.
- In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities.

### **Foreign Students**

All non-national students must produce a student permit from the Ministry of National Security before being admitted into Dunross Preparatory School and must have same renewed annually.

### **Immunizations**

A certificate of immunization with respect to every communicable disease must be produced for each child before being accepted into Dunross, unless a certificate from a medical practitioner is presented certifying that immunisations against any particular communicable disease/s is not advisable on medical grounds. (Public Health (Nursery Schools and Primary Schools Immunisation) Act, Chapter 28:03, #3 (1).

### **Repeat Policy**

Policy states that a repeat is recommended if a student is deemed not ready for the next level and parents are informed at the earliest opportunity. If a parent is not in favour of the repeat, the child will move to the next level against school recommendation and informed in writing. Should progress not be at the required standard the following year, repeat of the year becomes compulsory.

### **Talent Release**

Unless otherwise indicated, parents give full rights and authority to grant consent to Dunross Preparatory School to use the image, voice, or both, of their children to be used in videos, photographs or audio recordings (free of charge) regardless of whether these materials are used for fundraising, advertising, publicity, or any other purpose where Dunross participates or is represented.

# DUNROSS PARENT/TEACHER ASSOCIATION (DPTA)

The Dunross DPTA was re-established in 1995. The management committee comprises the principal, 9 officers, as well as 4 standing committee chairpersons elected at the Annual General Meeting.

The DPTA aims to:

- Promote interest in the aims, methods and contents of modern education to better assist in the total development of the child (academically, creatively, emotionally, morally, physically, socially and spiritually)
- Be informed and involved in school activities
- Promote closer co-operation among parents or guardians, teachers and pupils
- Foster discipline in the home, school and community
- Assist in the development of the child as a responsible citizen
- Provide the school with financial assistance as appropriate.

Any parent who is a member of the Dunross Cooperative Society can be nominated for election.

## DPTA @ September 2024

President -	Samantha Conyers
Vice-President -	Sophia Tannous
Secretary -	Jade Pillai
Asst. Secretary -	Amanda Shaw
Treasurer -	Danielle Hadeed
Public Relations/Marketing Officer -	Nicole Huggins
Ordinary Member -	Sasha Aqui
Ordinary Member -	Shannon Thomas

---

Education Chair -	Gina Marquez
Social/Cultural -	Ashley Laughlin
Fundraising Chair -	Laura Murray
Class Rep. Coordinator -	Dominique Hospedales
Tuckshop Coordinator -	Jauharah Littlepage



## **PARENT INVOLVEMENT AND RESPONSIBILITIES**

Parental involvement is a requirement for continued student enrolment at Dunross Preparatory School. In the Memorandum of Understanding form completed and signed by parents, a minimum of 3 hours per term, per family, in volunteer service to the school for a total of 9 hours per year is pledged to commit.

As shareholders, parents are encouraged to: -

join a committee; seek sponsorship for causes; volunteer to help with the running of the library and tuck shop; donate to specific causes and generally to market days; help with extra-curricular activities; volunteer as class representatives; attend Annual General Meetings and other meetings; attend school functions; and get involved in school activities such as Sports Day or Swim Meet.

### **Market Day**

Every class has one day allocated to them during the school year for their Market Day. These days are scheduled beforehand and parents will know at the beginning of each term when their day is scheduled. They are needed on the Monday and Tuesday before their Market Day to sell chits during first break. Monetary donations or food items to be sold on the day are sent in and parents are needed to organize, set up and sell these items at second break.

### **Library**

Help is needed during the library periods for Infant 2 to SEA5 classes to check out books, check in returned books and file returned books from that particular class. Help is needed in the general maintenance of the Library - repairing and re-filing of books, cataloguing of new books and the entering of books in a database.

### **Tuck Shop**

Parents are needed between the hours of 11:00 a.m. to 12:30 p.m. on a Friday to set up and sell at our Tuck Shop.

### **Books**

In the first week of the new school year, volunteers may be needed to assign books to children and to ensure that all books are returned, recovered and put away securely at the end of the term.

### **Walkathon**

Volunteers are needed to work along with the DPTA Fundraising Committee to plan, setup and work at the annual walkathon.

### **School Concert**

Costumes for each class must be organized, help given with the choreography for dances and assistance in the general production of the concert, e.g. props, etc.

### **Staff Appreciation**

Parents can suggest ideas for different way to show appreciation each year. Appreciation is usually shown each term and the DPTA are always willing to welcome new ideas.

### **Living Together**

Once a year every class does a small presentation of some form at morning assembly on a Friday. These are usually set at the beginning of the term so parents can know beforehand which Friday their class will perform. Parents may be needed to help with props or costumes (very basic) and are encouraged to attend these productions (8:00 to 8:15 a.m.).

### **Outings/Field Trips**

There may be field trips organized during the term to reinforce content, e.g. visit to a bakery or newspaper that ties in with a reading lesson. Outings are generally at the end of term and are not always directly related to educational work. Parents are sometimes needed to provide transport to and from the outing and to accompany the children to assist in supervision.

### **Sporting Activities**

Parents may be needed to help teachers with the supervision of children that are participating in various sporting activities. Transport may be needed to and from the venues.

### **Sports Day**

Sports Day is organized by the school. Parent assistance is needed on the day with a variety of activities, e.g. judging and tuckshop.

### **Carnival Jump Up**

Parents are needed to assist teachers and class reps. with the making of the children's costumes. Concert costumes are reused for Carnival Jump Up every other year.

### **Graduation**

SEA5 parents form the Graduation Committee that is responsible for the decorations and stage set-up on Graduation/Prize Giving evening.

### **Music Festival**

Parents are needed to assist with the transport and supervision of children and instruments during this time.

### **School Swim Meet**

Parents are needed to assist with the judging and scoring of the Swim Meet.

## PARENT RESPONSIBILITIES

### Arrival and Departure

Children are not allowed to: -

- wait out front when dropped at school
- leave school premises without permission

The school office should be informed, in writing, of any children allowed to walk to and from school.

The school must be notified immediately if there are any changes to the collection arrangements for your child, e.g. a different person collecting your child for an appointment during school hours or after school, other than a parent/guardian. The person collecting your child will need to have identification on them in the event they are asked to show same. Kindly notify the office no later than 1:00 p.m. please. Children will not be allowed to leave with a person unknown to staff without prior notification from parent/guardian.

### Absences

Parents or guardians going away and leaving a child/children in someone else's care for any length of time, must notify the school office in writing, giving details of the temporary arrangement.

If a child will be away from school for any length of time, a written excuse is to be sent to his/her class teacher or to the school office.

Permission for a child to leave early must be made by the parent in the form of a written request to the teacher or a verbal request to the office staff, in an emergency.

A child who has been absent must bring a note to the teacher stating the date(s) and reason for absence on his/her return.

### Parent Visits

Parents visiting the school must report to the guard at the front to sign in and receive a Visitor/Parent Volunteer pass which must be worn while on the school compound. They are then required to advise a member of the office staff of their expected whereabouts before entering the stage area.

Parents must schedule conference times with the teacher or via the office if they wish to discuss the affairs of their children.

Parents are not allowed to enter classrooms without a prearranged appointment.

### **Parent/Teacher Communication**

A note in a sealed envelope can be sent with your child. If necessary, appointments are made for personal interviews via a written note, email or by phone via the office.

If a child is physically unable to participate in P.E. an explanatory note should be sent to the teacher.

### **Illness**

No child with an infectious illness may return to school without a doctor's certificate stating the child is no longer infectious. If the Principal is not satisfied or is doubtful about a child's health, she may at any time require a doctor's certificate attesting to the child's fitness to attend school.

Any child found at school with communicable conditions such as head lice, impetigo, measles, etc., will be immediately quarantined and sent home as soon as it is possible to do so.

### **Reports**

Reports are emailed at the end of terms one and three.

From Kindergarten to Infant 2, students are given skill/subject comments. Primary 1 to SEA 5, students are given term grades and test marks (Terms 1 & 3) as well as subject comments.

At the end of term 2, parent conference meetings are held and areas discussed are documented. A form must be signed off by parent and teacher at the end of the conference acknowledging the parents' attendance. The original of this form will be sent home at the end of the term.

### **Change of Address/Telephone Number**

Please notify the office immediately of any change in home/ mailing address, place of employment, email address or telephone number (home, work, mobile).

### **Personal Accident Plan**

The school sometimes offers a Student Group Personal Accident Plan into which each student is enrolled. The cost is borne by the school.

# ACADEMIC SCHOOL YEAR 2024/2025

**Administration:** Principal Ms. Karena Amow  
 Vice-Principal Mrs. Michelle Braznell-Meade

**Admin. Support:** Administrative Assistant Mrs. Carla Ferreira  
 Accounting Assistant Mrs. Tracy Kam  
 Facilities Coordinator Mrs. Ann Da Costa

**Teaching Staff:**

Kindergarten Mrs. Nicole de Freitas Asst. Ms. Adrienne Edghill  
 Ms. Sonja Teixeira Asst. Ms. Sonali Arjune  
 Asst. Mrs. Jacqueline Rostant

Infant 1 Ms. Chastine Bressler Asst. Ms. Heidi Archer  
 Mrs. Mariella Cielto Asst. Mrs. Razier Harragin  
 Mrs. Leah Sa Gomes Asst. Mrs. Reshma Jagroop

Infant 2 Ms. Miriam Lochan Asst. Mrs. Bridget de Verteuil  
 Mrs. Joanna Rodriguez Asst. Mrs. Judy Ramoutar

Primary 1 Ms. Amanda del Pino  
 Mrs. Shellyann Gill

Primary 2 Mrs. Amanda de Gannes  
 Mrs. Sacha Singh-Xavier

Primary 3 Mrs. Sasha Emmanuel-Boochoon  
 Ms. Natasha Maingot

SEA4 Ms. Jillian Carreira, Mrs. Giselle Rostant, Ms. Alexis Thavenot

SEA5 Mr. Sukhram Endal, Ms. Olivia Guillen, Ms. Monique Moore and  
 Mrs. Neela Singh-Nanan

**Ancillary Staff:**

IT Teacher	Ms. Elizabeth Lochan-Lalchan
Tech/Admin.	Ms. Shana Bhajan
Library	Mrs. Donna Holder
Music	Mr. Francesco Emmanuel
P.E.	Mr. Angelo Clark
Science (Primary 3 – SEA5)	Mrs. Suzy de Verteuil
Social Studies & Penmanship	Ms. Vanessa Gonzales
Student Support	Mrs. Stasia Cabral-Costelloe, Mrs. Jennifer Forgenie-Reyes and Mrs. Simone Henriques-Brown
SEL Advisor/Support Teacher	Mrs. Marie-Michele Clarke
Visual Arts	Ms. Ashley Thompson